

AUTHORITY TO ADJUST RATES - SEWAGE UTILITY

(Historical Test Period)

Filing Requirements Checklist

(Applicable Regulation: 807 KAR 5:071, Section 3 and 807 KAR 5:001, Sections 8 and 10)

Case No. _____ Utility Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each Division noted by checkmark () is to complete its review and pass on within two days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) Return to Docket Section following review by all Divisions.

Reviewed by Following Divisions:

	<u>Staff Member</u>	<u>Date</u>
_____ Filings Division	_____	_____
_____ Financial Analysis	_____	_____
_____ Engineering	_____	_____
_____ Legal	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Legal	KRS 278.180	30 days' notice of rates to PSC (no effective date=	_____	_____	_____	_____	_____
	807 KAR 5:071 Section 3(2)	no notice given; this is acceptable)	_____	_____	_____	_____	_____
Legal	(a)	Copy of valid third-party beneficiary agreement or other evidence of financial integrity.	_____	_____	_____	_____	_____
Financial Analysis	(b)	Comparative income statement showing test period per books.	_____	_____	_____	_____	_____
Financial Analysis	(c)	Details of any allocated or prorated expenses.	_____	_____	_____	_____	_____
Engineering	(d)	Detailed depreciation schedule of all treatment plant properties and facilities listing all major components of "package" treatment plants separately.	_____	_____	_____	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Require- ment Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Engineering and Financial Analysis	(e)	Copies of all service contracts entered for outside services, such as but not limited to: operation and maintenance, sludge hauling, billing, collection, repairs, etc., to justify current services and charges.	___	___	___	___	___
Engineering and Financial Analysis	(f)	Description of applicant's property and facilities, including statement of net original cost (estimate if unknown), cost to the applicant, and current breakdown of contributed and non-contributed property and facilities owned ("contributed property" means property paid for by others).	___	___	___	___	___
Financial Analysis	(g)	Detailed customer list showing number of customers in each class and average water consumption for each class.	___	___	___	___	___
Financial Analysis	(h)	If billing and collection services are provided by Louisville Water Company, remittance advises showing revenues and collection charges should be submitted for test period.	___	___	___	___	___
Financial Analysis	(i)	Copy of latest tax returns (federal and state, if applicable) filed by applicant.	___	___	___	___	___
Financial Analysis	(j)	Complete explanation of corporate or business relationships between applicant and parent or brother-sister corporation, subsidiary(ies), development corporation(s), or any other party or business, to afford PSC complete understanding of the situation.	___	___	___	___	___
<u>807 KAR 5:001:</u>							
Filings Division	Section 8(1)	Full name and P. O. address of applicant and reference to the particular provision of law requiring PSC approval.	___	___	___	___	___
Filings Division	Section 8(2)	The original and 10 copies of application plus copy for anyone named as interested party.	___	___	___	___	___
Legal	Section 10(1) (b) (1)	Reason adjustment is required.	___	___	___	___	___
Legal	Section 10(1)	Statement that utility's annual reports, including the most	___	___	___	___	___

Division Responsible	Law/Regulation	Filing Requirement	Require- ment Met		Waiver Requested	Approve Waiver?	
			YES	NO		YES	NO
	(b) (2)	recent calendar year, are filed with PSC. 807 KAR 5:006, Section 3(1)					
Legal	Section 10(1) (b) (3) and (5)	If utility is incorporated, certified copy of articles of incorporation and amendments or out of state documents of similar import. If they have already been filed with PSC refer to the style and case number of the prior proceeding <u>and</u> file a certificate of good standing or authorization dated within 60 days of date application filed.	—	—	—	—	—
Legal	Section 10(1) (b) (4) and (5)	If applicant is limited partnership, certified copy of limited partnership agreement. If agreement filed with PSC refer to style and case number of prior proceeding <u>and</u> file a certificate of good standing or authorization dated within 60 days of date application filed.	—	—	—	—	—
Legal	Section 10(1) (b) (6)	Certified copy of certificate of assumed name required by KRS 365.015 or statement that certificate not necessary.	—	—	—	—	—
Financial Analysis	Section 10(1) (b) (7)	Proposed tariff in form complying with 807 KAR 5:011 effective not less than 30 days from date application filed.	—	—	—	—	—
Financial Analysis	Section 10(1) (b) (8)	Proposed tariff changes shown by present and proposed tariffs in comparative form or by indicating additions in italics or by underscoring and striking over deletions in current tariff.	—	—	—	—	—
Legal	Section 10(1) (b) (9)	Statement that notice given, see subsections (3) and (4) of 807 KAR 5:001, Section 10 with copy.	—	—	—	—	—
Legal	Section 10(2)	If gross annual revenues exceed \$1,000,000, written notice of intent filed at least 4 weeks prior to application. Notice shall state whether application will be supported by historical or fully forecasted test period.	—	—	—	—	—

Division <u>Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Require- ment Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
FOR UTILITIES USING A HISTORICAL TEST PERIOD THE FOLLOWING INFORMATION MUST BE FILED UNLESS THE UTILITY SUBMITS A STATEMENT WHY THE REQUIRED INFORMATION DOES NOT EXIST AND IS NOT APPLICABLE TO THE UTILITY'S APPLICATION:							
Financial Analysis	Section 10 (6) (a)	Complete description and quantified explanation for proposed adjustments with support for changes in price or activity levels, and other factors affecting the adjustment.	___	___	___	___	___
Financial Analysis	Section 10 (6) (b) & (c)	If gross annual revenues exceed \$1,000,000, prepared testimony of each witness who will support the application. If less than \$1,000,000, prepared testimony of each witness who will support application or statement that utility does not plan to submit prepared testimony.	___	___	___	___	___
Financial Analysis	Section 10 (6) (d)	Estimate of effect that new rate(s) will have on revenues including, at minimum, total revenues resulting from increase or decrease and percentage of increase or decrease.	___	___	___	___	___
Financial Analysis	Section 10 (6) (e)	If electric, gas, water or sewer utility effect upon the average bill for each customer classification to which change will apply.	___	___	___	___	___
Financial Analysis	Section 10 (6) (g)	Analysis of customers' bills in such detail that revenues from present and proposed rates can be readily determined for each customer class.	___	___	___	___	___
Financial Analysis	Section 10 (6) (h)	Summary of determination of revenue requirements based on return on net investment rate base, return on capitalization, interest coverage, debt service coverage, or operating ratio, with supporting schedules.	___	___	___	___	___
Financial Analysis	Section 10 (6) (i)	Reconciliation of rate base and capital used to determine revenue requirements.	___	___	___	___	___
Financial Analysis	Section 10 (6) (j)	Current chart of accounts if more detailed than the Uniform System of Accounts.	___	___	___	___	___
Financial Analysis	Section 10 (6) (k)	Independent auditor's annual opinion report, with any written communication from auditor which indicates existence of material weakness in internal controls.	___	___	___	___	___

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Require- ment Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Engineering	Section 10 (6) (n)	Summary of latest depreciation study with schedules by major plant accounts, except that telecommunications utilities adopting PSC's average depreciation rates shall provide schedule identifying current and test period depreciation rates used by major plant accounts. If filed in another PSC case refer to that case's number and style.	___	___	___	___	___
Financial Analysis	Section 10 (6) (o)	List of all commercial or in-house computer software, programs, and models used to develop schedules and work papers associated with the filing. Include each software, program, or model; what each was used for; its supplier; brief description and specifications for the computer hardware and the operating system required to run the program.	___	___	___	___	___
Financial Analysis	Section 10 (6) (p)	Prospectuses of most recent stock or bond offerings.	___	___	___	___	___
Financial Analysis	Section 10 (6) (q)	Annual report to shareholders, or members, and statistical supplements covering 2 years prior to application filing date.	___	___	___	___	___
Financial Analysis	Section 10 (6) (r)	Monthly managerial reports providing financial results for 12 months in test period.	___	___	___	___	___
Financial Analysis	Section 10 (6) (s)	SEC's annual report for most recent 2 years, Form 10-Ks and any Form 8-Ks issued within past 2 years, and Form 10-Qs issued during the past 6 quarters updated as current information becomes available.	___	___	___	___	___
Financial Analysis	Section 10 (6) (t)	If utility had any amounts charged or allocated to it by affiliate or general or home office, or paid any monies to affiliate or general or home office during test period or during previous 3 calendar years, file:	___	___	___	___	___

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
		1. Detailed description of method of calculation and amounts allocated or charged to utility by affiliate or general or home office for each charge allocation or payment;	___	___	___	___	___
		2. Explanation of how allocator for the test period was determined; and	___	___	___	___	___
		3. All facts relied upon, including other regulatory approval, to demonstrate that each amount charged, allocated or paid during test period was reasonable;	___	___	___	___	___
UTILITIES USING HISTORIC PERIODS WITH PRO FORMA ADJUSTMENTS FOR KNOWN AND MEASURABLE CHANGES SHALL FILE THE FOLLOWING INFORMATION OR A STATEMENT EXPLAINING WHY THE REQUIRED INFORMATION DOES NOT EXIST AND IS NOT APPLICABLE TO THE UTILITY'S APPLICATION:							
Financial Analysis	Section 10 (7) (a)	Detailed income statement and balance sheet reflecting impact of all proposed adjustments.	___	___	___	___	___
Financial Analysis	Section 10 (7) (b)	Most recent capital construction budget containing at least period of time as proposed for any pro forma adjustment for plant additions	___	___	___	___	___
Engineering	Section 10 (7) (c)	For each proposed pro forma adjustment reflecting plant additions the following information:					
		1. Starting date of the construction of each major component of plant;	___	___	___	___	___
		2. Proposed in-service date;	___	___	___	___	___
		3. Total estimated cost of construction at completion;	___	___	___	___	___
Financial Analysis		4. Amount contained in construction work in progress at end of test period;	___	___	___	___	___

Division Responsible	Law/Regulation	Filing Requirement	Require- ment Met		Waiver Requested	Approve Waiver?	
			YES	NO		YES	NO
Engineering		5. Complete description of actual plant retirements and anticipated plant retirements related to the pro forma plant additions including the actual or anticipated date of retirement;	___	___	___	___	___
Engineering		6. Original cost, cost of removal and salvage for each component of plant to be retired during the period of the proposed pro forma adjustment for plant additions;	___	___	___	___	___
Engineering		7. Explanation of any differences in amounts contained in the capital construction budget and amounts of capital construction cost contained in the pro forma adjustment period; and	___	___	___	___	___
Engineering		8. Impact on depreciation expense of all proposed pro forma adjustments for plant additions and retirements;	___	___	___	___	___
Financial Analysis	Section 10 (7) (d)	Operating budget for each month of the period encompassing the pro forma adjustments;	___	___	___	___	___
Financial Analysis	Section 10 (7) (e)	Number of customers to be added to the test period - end level of customers and the related revenue requirements impact for all pro forma adjustments with complete details and supporting work papers.	___	___	___	___	___
THE FOLLOWING INFORMATION SHOULD BE INCLUDED IN THE PUBLIC NOTICE: (NOTE: The commission may grant a utility with annual gross revenues greater than \$1,000,000, upon written request, permission to use an abbreviated form of published notice of the proposed rates provided the notice includes a coupon which may be used to obtain all of the information required herein.)							
Financial Analysis	Section (10) (3) (a)	Amount of change requested in dollar amounts and percentage for each customer classification to which change will apply.	___	___	___	___	___
Financial Analysis	Section 10 (3) (b)	Present and proposed rates for each customer class to which change would apply.	___	___	___	___	___
Financial Analysis	Section 10 (3) (c)	Electric, gas, water and sewer utilities - effect upon average bill for each customer class to which change will apply.	___	___	___	___	___
Financial Analysis	Section 10 (3) (d)	Local exchange companies include effect upon average bill for each customer class for change in basic local service.	___	___	___	___	___
Legal	Section 10(4)	If copy of public notice included, did it meet requirements?*	___	___	___	___	___

<u>Division</u> <u>Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Require-</u> <u>ment Met</u>	<u>Waiver</u> <u>Requested</u>	<u>Approve</u> <u>Waiver?</u>
			<u>YES</u> <u>NO</u>		<u>YES</u> <u>NO</u>

* If applicant has 20 customers or less, written notice of proposed rate changes and estimated amount of increase per customer class shall be mailed to each customer no later than date of application.

For applicants with more than 20 customers, notice of proposed rates and estimated amount of increase per customer class shall be: (1) included with customer billings before application is filed or (2) published in a trade publication or newsletter going to all customers before applications is filed or (3) published once a week for 3 consecutive weeks in a prominent manner in a newspaper of general circulation in its service area, first publication to be made within seven (7) days of the filing of the application.

If the notice is published, an affidavit from the publisher verifying the notice was published, including the dates of the publication with an attached copy of the published notice, shall be filed with the commission no later than forty-five (45) days of the filed date of the application.

If the notice is mailed, a written statement signed by the utility's chief officer in charge of Kentucky operations verifying the notice was mailed shall be filed with the commission no later than thirty (30) days of the filed date of the application.

All utilities, in addition to the above notification, shall post a sample copy of the required notification at their place of business no later than the date on which the application is filed which shall remain posted until the commission has finally determined the utility's rates.

Each notice shall contain the following language:

"The rates contained in this notice are the rates proposed by _____. However, the Public Service Commission may order rates to be charged that differ from these proposed rates. Such action may result in rates for customers other than the rates included in this notice.

"Any corporation, association, body politic or person may request leave to intervene by motion within 30 days after notice of the proposed rate changes is given. The motion shall be submitted to the Public Service Commission, 730 Schenkel Lane, P. O. Box 615, Frankfort, Kentucky 40602, and shall set forth the grounds for the request including the status and interest of the party. Intervenors may obtain copies of the application and testimony by contacting _____ at _____. A copy of the application and testimony shall be available for public inspection at the utility's offices."